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Instructions on How to Register for APPEL and LMD Courses

When self-registering for APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered in the *Comments* field, the request will be denied.

Here's what to do

STEP 1: Login to SATERN at https://satern.nasa.gov

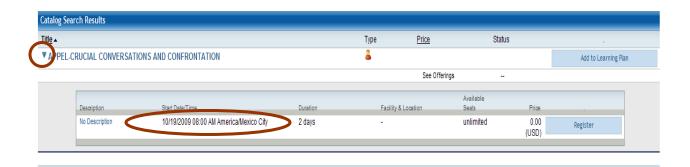
STEP 2: In the **Search Catalog** field, type *APPEL* or *LMD* then, click **Go**. This search will return all APPEL and LMD items in SATERN.



STEP 3: From the Catalog Search Results, click the blue arrow next to the Item title to see available scheduled offerings. To view the Scheduled Offering Details, click on the Start Date/Time information.

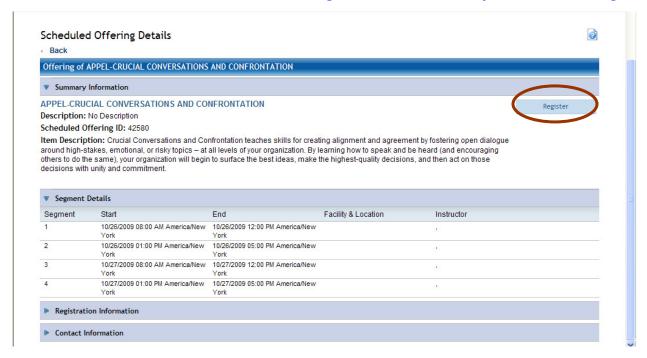
Note: If a blue arrow does not appear next to the Item title, it means that a scheduled offering is not currently available.

STEP 4: The Scheduled Offering Details provide course description, segment details (dates, facility, location), and registration information (registration cut-off date, capacity, etc.). To register for the scheduled offering, click the **REGISTER** button.





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STEP 5: The Self-registration process for all APPEL and LMD items require approval from:

- a. Supervisor
- b. Training Coordinator at Center
- c. APPEL/LMD POC at Center
- d. Agency Logistics Provider or ATLS

To start the approval process, click **YES** button to proceed or **NO** button to cancel.





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STEP 6: IMPORTANT: In the **Registration Comments** field, <u>add the *Estimated Travel* and *Per Diem* information relevant to attend this course. Otherwise, registration requests without this information will be denied and employees will be required to re-register.</u>

STEP 7: Click the **CONFIRM** button to submit your registration.

